

Information Privacy and Security Council (IPSC) Meeting Minutes

August 19, 2009

Kalanimoku Building 1151 Punchbowl Street Comptroller's Conference Room 410 Honolulu, Hawai'i 96813	Wailuku Judiciary Bldg. 2145 Main Street, First Floor Wailuku, HI 96793	Lihue State Office Bldg. 3060 Eiwa Street Basement Lihue, HI 96766	Hilo State Office Bldg. 75 Aupuni Street Basement Hilo, HI 96720
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MEMBERS / DESIGNEES PRESENT	
Member Name, Title	Department
Saito, Russ K. – State Comptroller (Chair)	DAGS
Au, Paul - EPS Compliance Manager	City and County of Honolulu
Decasa, Meliton Jr. - Data Processing Specialist	Dept. of Education
Gochros, Susan Pang - Inter-Government & Community Relations	Judiciary
Ito, Jodi - Information Security Officer (Designee)	University of Hawai'i
Keane, David - Data Processing Systems Manager	Dept. of Human Resources Development
Knutzen, Eric - IT/Communications and Projects Manager	County of Kauai
Tseu, Andrew , HIPAA Compliance Officer	Dept. of Health
Tsuchiya, Burt – Director of Data Systems	County of Hawai'i
Verkerke, Jacob – Information Systems Manager	County of Maui
Yong, Lim – DHS HIPAA Coordinator (Designee)	Dept. of Human Services

MEMBERS ABSENT	
Member Name, Title	Department
Mau-Shimizu, Patricia - House Chief Clerk	House (Senate Appointee)

OTHER ATTENDEES	
Name, Title	Department
Crosby, Todd - Assistant Administrator	DAGS/ICSD

I. Call to Order – Welcome

- The meeting was called to order at 1:08 p.m.
- Members and other attendees introduced themselves.

II. Approval of previous meeting minutes

Motion to approve was initiated by Andrew Tseu, seconded by Susan Pang-Gochros.

III. Reports on investigative committee findings

Investigate and develop laptop/portable device, storage, wireless, and remote access guidelines

- Changes to the proposed final document from the previous draft were discussed.
- David Keane moved to accept the document, Lim Young seconded.
- Document unanimously accepted and approved for publishing.

Executive Summary collection and report

- It was decided that the next Council report will be made when all agencies have submitted their reports to the Council.

- Todd Crosby will draft a letter for Chairman Saito to send out to all agencies remaining reminding them of the requirement to submit a report.
- It was voted that the minutes will now reflect each outstanding agency.
- The following agencies are still pending submittal of their report to the Council:
 - Department of Education
 - Hawaii County
 - Department of Transportation
 - Department of Public Safety
 - Department of Labor and Industrial Relations
 - Department of Hawaiian Home Lands
 - Department of Defense,
 - Department of Business, Economic Development, and Tourism

Breach Policy Guidelines & Personal Information Best Practices identification

- Changes to the proposed final document from the previous draft were discussed. Todd Crosby will adapt the document onto the standard form. A disclaimer will be added with regards to meeting Federal requirements.
- Jodi Ito moved to accept the document, Susan Pang-Gochros seconded.
- Document unanimously accepted and approved for publishing.

Template creation for annual Personal Information Reports

- The form content was discussed by the Council
- It was discussed that collection will take place with similar responsibilities and reporting as the previous Agency questions. Members will craft a cover letter and distribute the questionnaire to their areas of responsibility and then collect and certify compliance to the Council with Monthly progress reports.
- Jodi Ito moved and Lim Young seconded the form and procedure
- Form and procedure unanimously accepted and approved.

IV. Council discussion on review of reports

- It was noted and agreed that all reports were discussed sufficiently in agenda item III and no additional discussion was needed.
- It was noted that the Council needs to craft additional Best Practices and Tools as defined in Act 10. Motion to form an Investigative Committee was moved by Susan Pang-Gochros and seconded by Jodi Ito. Jodi Ito will be the Chair supported by Eric Knutzen, Lim Young, Andrew Tseu and Todd Crosby

V. Discussion on HIJIS Project Privacy initiatives

- Some HIJIS members will be going to Wash DC to attend the National Gov Association meetings to assist the project get off to a good start.
- Alabama, Illinois, Hawai'i will be drafting a policy to be used in criminal justice area. Possibly consider for adoption. It is estimated it will take approximately none months to develop. The Proposed drafts are due in the February / March timeframe.
- Jacob will provide an update report next month.

VI. Announcements

- None

VII. **Adjournment**

Motion was made to adjourn by Paul Au, seconded by Susan Pang-Gochros. Meeting adjourned at 2:50- p.m.

VIII. **Next Meeting Date**

September 16, 2009 from 1:00 PM to 4:00 PM.

Respectfully Submitted,

Date

Russ K. Saito, Chairperson
Information Privacy and Security Council